The New Preaward Survey - Supplier Risk Management Prior to Award

Presented By: DCMA-OCS

Module 2
Risk Planning

December 2001

DCMA
Defense Contract Management Agency

Risk Planning

MODULE 2 Topics:

- Appointment of Preaward Survey Managers
- Role of CMO Preaward Survey Manager
  - Planning
  - Customer Discussions/Negotiations
  - Survey Package Distribution
  - Assigning Team Leader
- End Risk Planning . . .

Risk Planning

Appointment of Preaward Survey Managers

- District Preaward Survey Process Managers
  - Manage/coordinate implementation of the policy/procedures
  - Validate database
- CMO Commander appoints Preaward Survey **Manager**
  - At least eight (8) formals performed annually
  - Listing maintained in SIS database/DCMA Home Page
  - Receipt and preparation for Preaward Survey process
- CMO Preaward Survey **Monitors**; requests routed

Risk Planning

Role of CMO Preaward Survey Manager – Planning

- Receive Customer Request for Survey - Electronic or Paper SF 1403
- Received through the Supplier Information Service
- If not received via SIS, must “log” request into SIS
  - Input the 1403 for the customer via the web
    - Action for Formal Preaward Surveys Only
  - Invite buyers/customers to participate in SIS
    - Provide instructions/web-site & answer questions
  - Handle each request as if it came through the SIS

Risk Planning

Role of CMO Preaward Survey Manager – Customer Discussions/Negotiations

- Preaward Survey Manager initiate “discussion” with customer.
  - Discussion can be “electronic.”
- “Discussion” includes
  - Confirmation of receipt of package
  - Completeness of the package
  - Known Contractor History including Program-related Risk Assessments/Concerns
  - Requirements and Scope of Survey
  - Due Date
    - May be revised if CMO cannot meet original due date
    - Secondary surveys revised through Prime

Risk Planning

Role of CMO Preaward Survey Manager – Package Distribution & Assigning Team Leader

- Preaward Survey Manager completes “discussion” with customer
  - Prepares to hand off package to functional specialists
- Team Leader appointed – may be Preaward Survey Manager
- Team Members identified; receive Preaward Survey
  - Preaward Survey System (PASS) will be used to disseminate and collect reports.
- Team Leader decides how to accomplish “pre-evaluation” meeting and prepares for meeting.

DCMA
Defense Contract Management Agency

Risk Planning

End Risk Planning . . . .

Begin Risk Assessments . . . . MODULE 3